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# Guide To Completing Event Entry

worldwheelchair.rugby



# Guide To Completing Event Entry

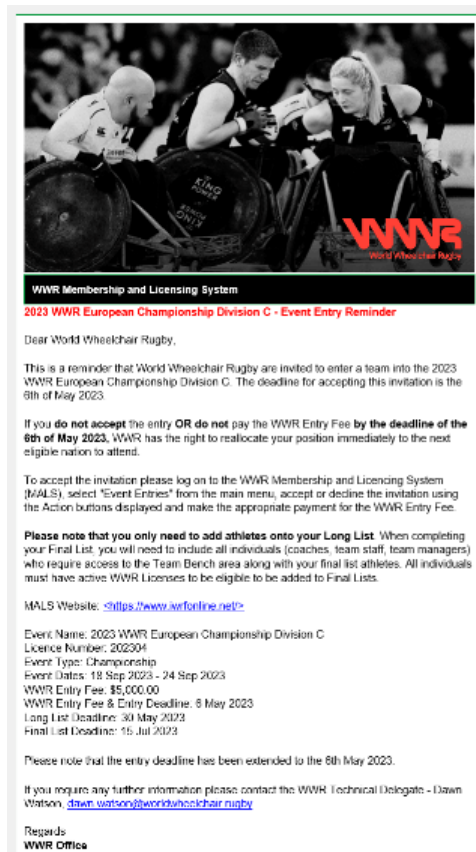
This is a step-by-step guide detailing everything you will need to do to enter an event that you have been invited to through MALS. This guide will show you how to:

- Accept the invitation.
- Pay the Entry Fee.
- Submit your Long List.
- Pay your NMO Licence Fees.
- Submit your Final List.
- Complete and submit your anti-doping training.

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## Accepting The Invite

When you are invited to an event, your nominated office contact will receive an invite email, example shown below:



To accept the event invite, click on the link to the MALS website: <https://www.iwrffonline.net/Login.aspx>

The login screen will be displayed.

Enter your Username and Password and select 'Login'.

The image shows the login page of the WWR Membership & Licensing System. The page has a blue sidebar with navigation links: "Licence Application", "Resources", and "Login". The main content area has a green header with the text "WWR Membership & Licensing System" and "Login". Below the header is a login form with the following fields and options:

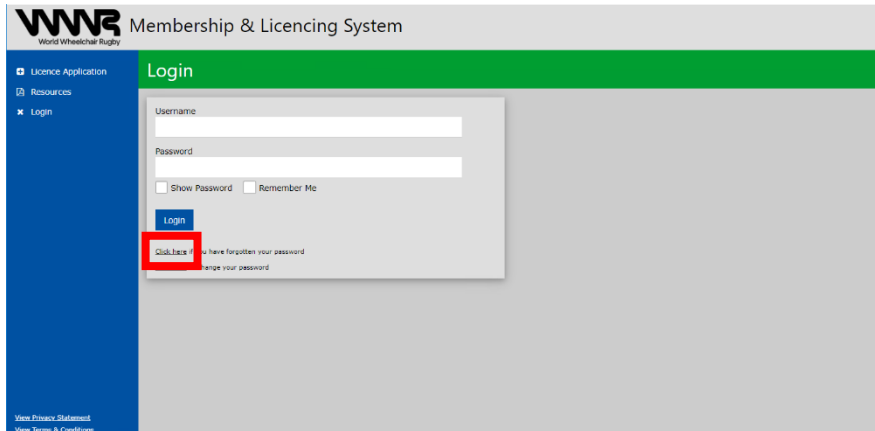
- Username: [text input field]
- Password: [password input field]
- Show Password
- Remember Me
- Login: [button]

Below the login form are two links: "Click [here](#) if you have forgotten your password" and "Click [here](#) to change your password". At the bottom left of the page are links for "View Privacy Statement" and "View Terms & Conditions".

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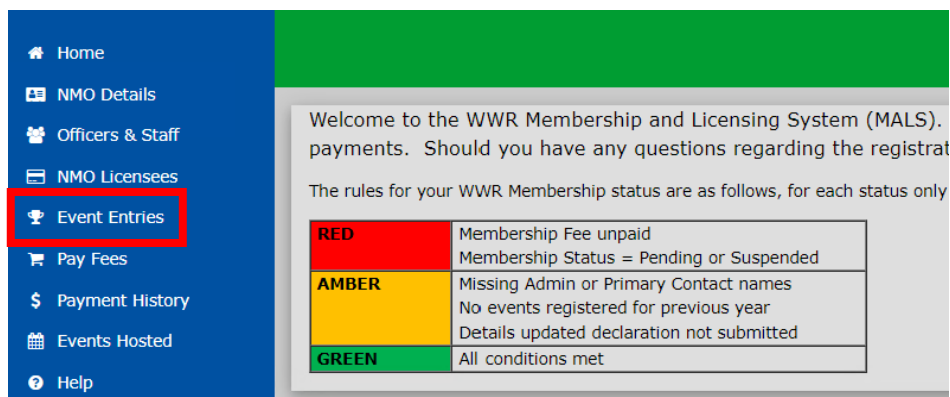
You will then be taken to the MALS Home Page for your Organisation.

Please Note: If you have forgotten your password, please reset your password by clicking here:

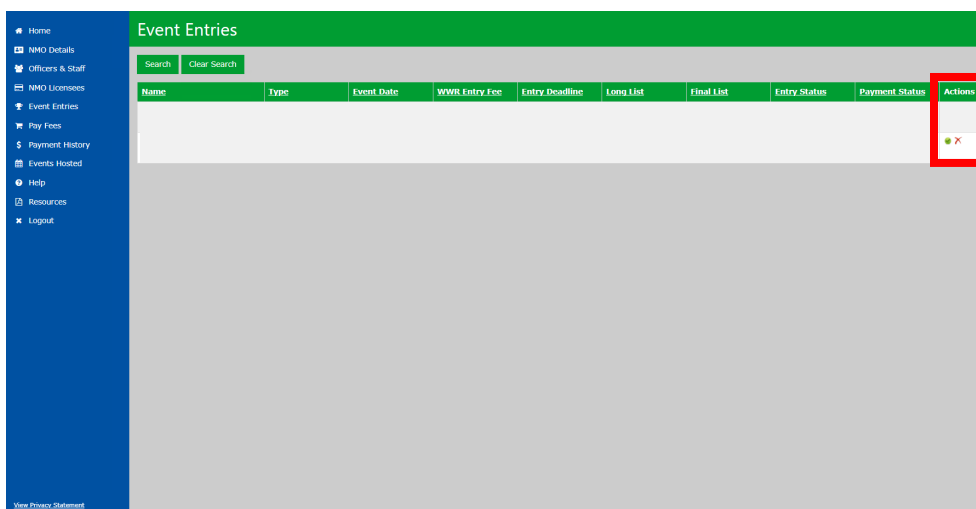


If you have forgotten your Username, please contact the Office by emailing [Office@worldwheelchair.rugby](mailto:Office@worldwheelchair.rugby)

Once you are logged in you will see the Home Page. Click on the 'Event Entries' tab.



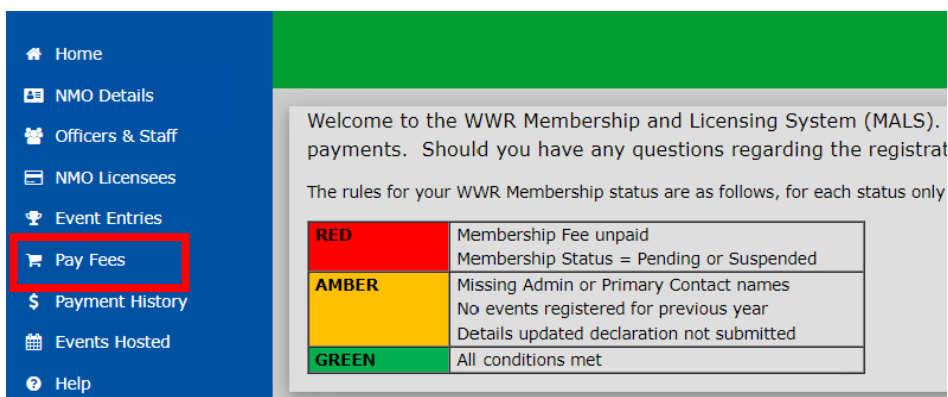
Find the event you want to accept the invite for from the list and select the green tick under 'Actions' to accept the Event Entry.



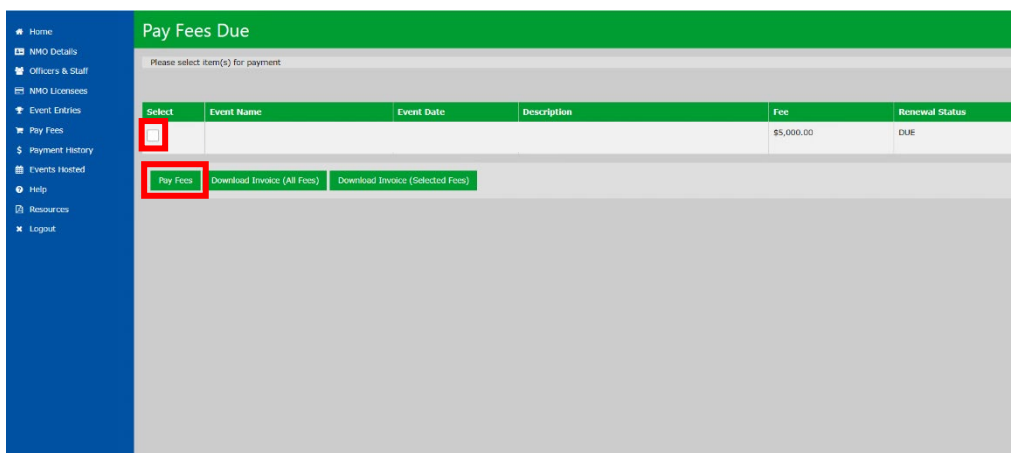
# Guide To Completing Event Entry

## Paying Your Entry Fee

To pay your Entry Fee, go to the 'Pay Fees' tab.



Select the Event from the list by ticking the box, then select 'Pay Fees'.



Follow the payment process.

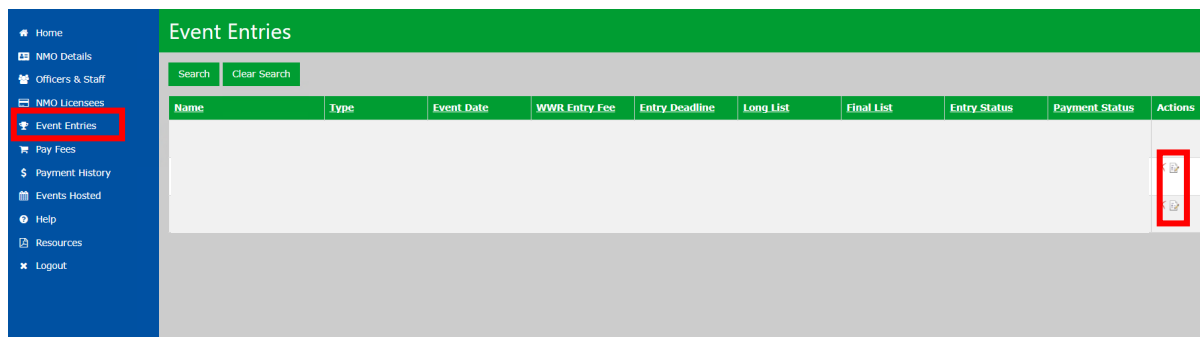
Once you have successfully completed these steps, you have entered the event.

Now you will need to submit your long list.

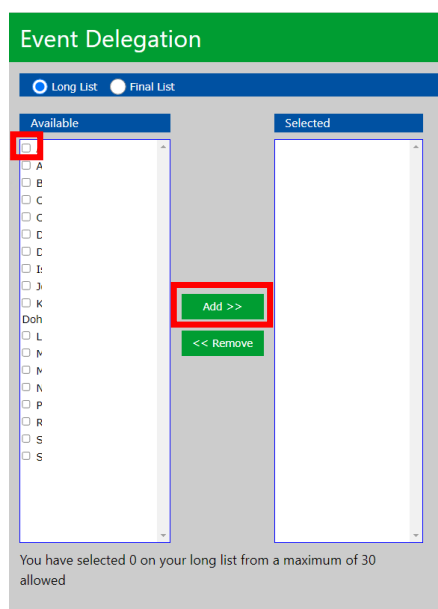
# Guide To Completing Event Entry

## Submitting Your Long List

To submit your long list, go back to the 'Event Entries' tab, and select the 'Manage Event Delegation' button under Actions next to the event you would like to enter the long list for.



To select the athletes, tick the box next to the names you would like to add and press 'Add >>'.



This will add the names to the 'Selected' box, which will make up your Long List.

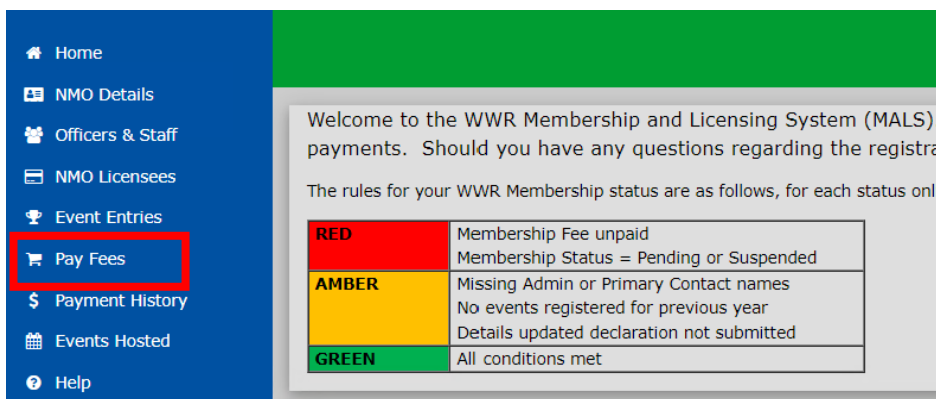
Please note that you only need to add athletes onto your Long List. When completing your Final List, you will need to include all individuals (coaches, team staff, team managers) who require access to the Team Bench area along with your Final List athletes. All individuals must have active WWR Individual Licenses to be eligible to be added to Final Lists.

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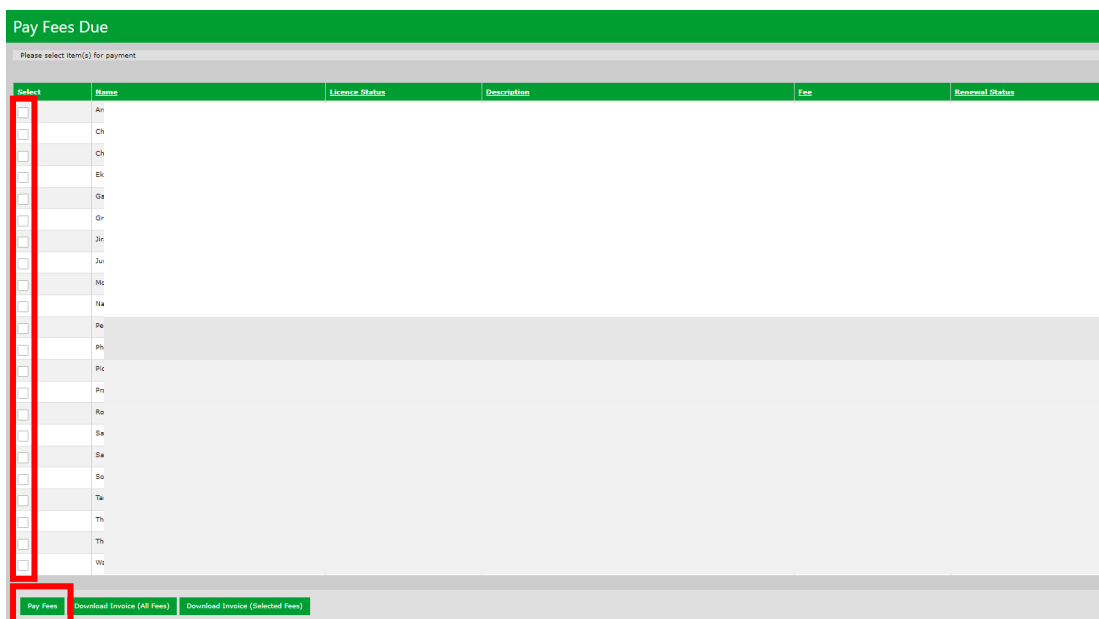
## Paying NMO Licences

Before any further steps are taken, you should pay your NMO licence fees. This is because without current and valid licences, athletes, coaches, team staff and team managers will not appear when submitting your Final List.

To pay your NMO Licences, go to the 'Pay Fees' tab.



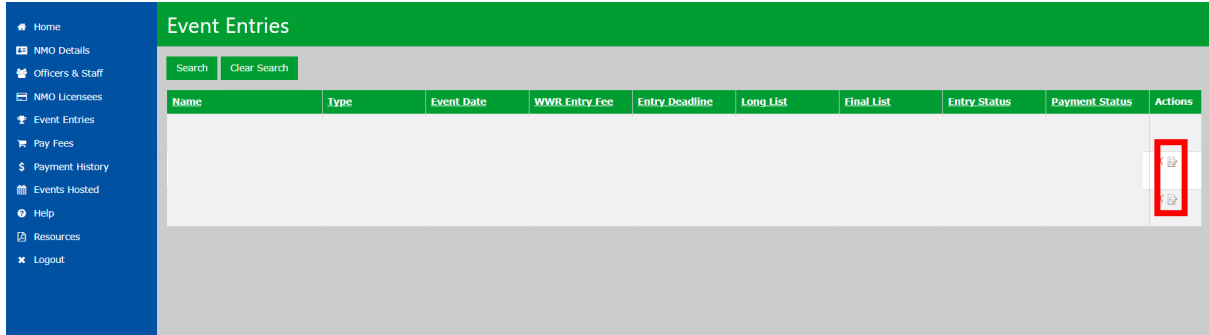
Select the names of the individuals you need to pay the licence for. (This is everyone you want to add to your Final List) Then select 'Pay Fees' and follow the payment process.



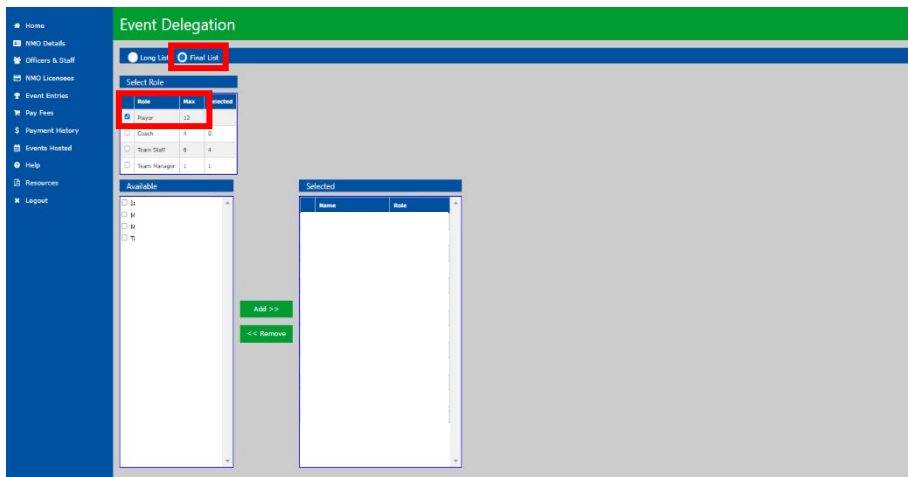
# Guide To Completing Event Entry

## Submitting your Final List

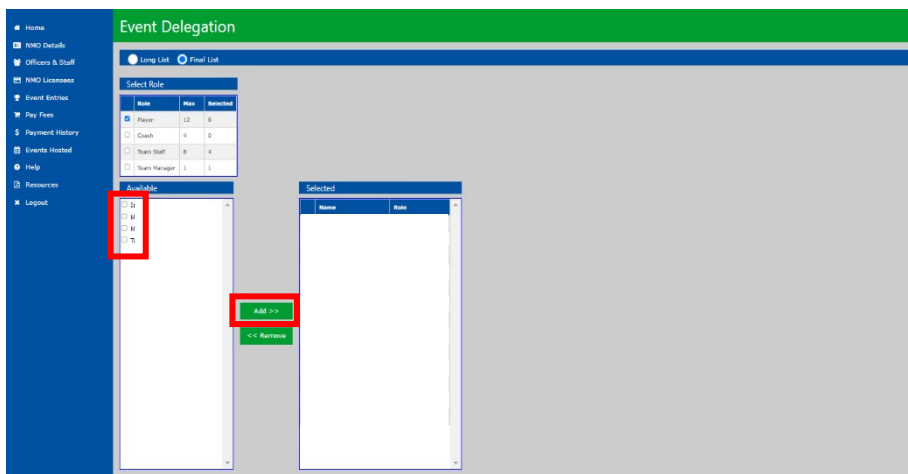
To submit your Final List, go to the 'Event Entries' tab, and select the 'Manage Event Delegation' button under Actions next to the event you would like to enter the Final List for.



Select the Final List from the top ribbon, then select the Role you would like to add first. E.g., Players.



Select the names of the role you would like to add to the Final List, and click 'Add>>'



Do this for each role (players, coaches, Team Staff, Team Managers) to complete your Final List. Please be aware that if an individual does not appear in the options to add, go back to 'Pay Fees' to check if their licence needs renewing.

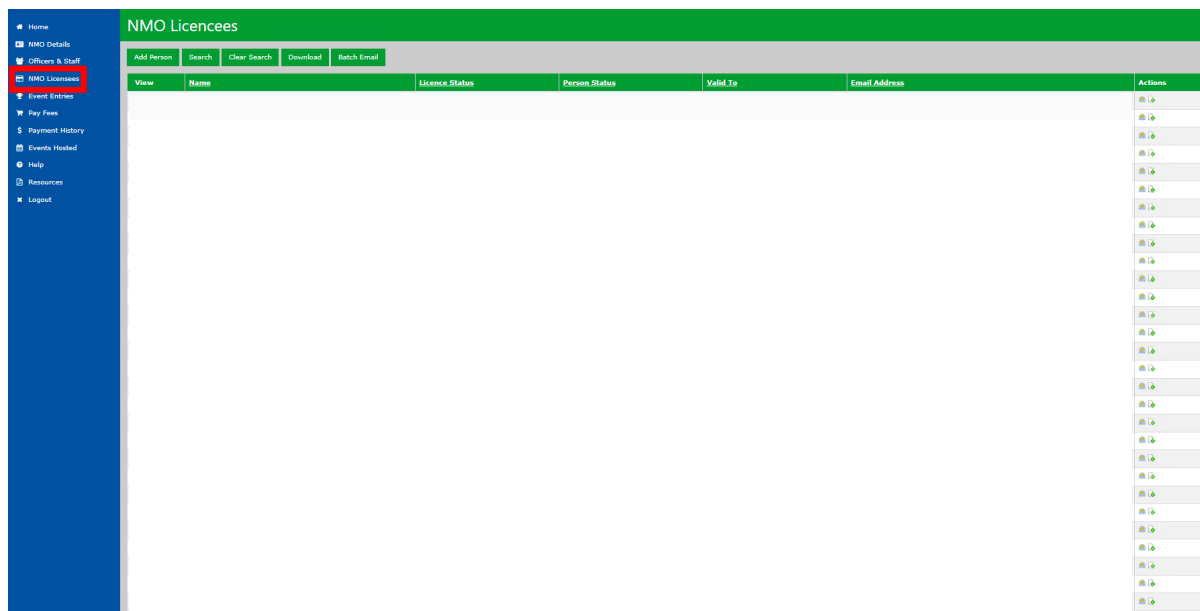


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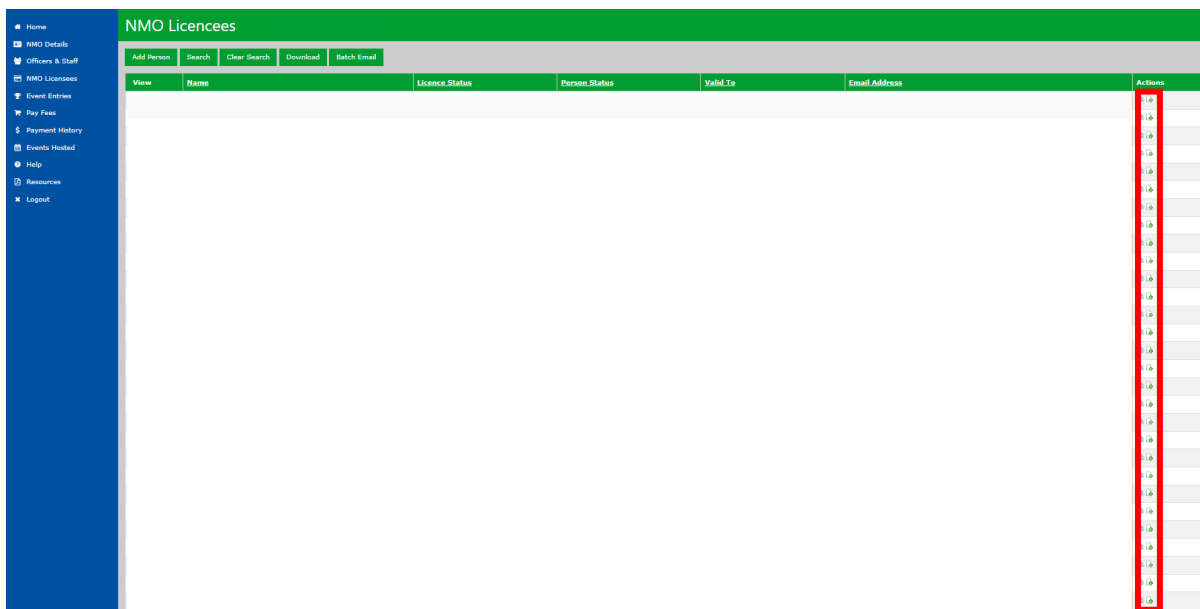
## Completing and Submitting Your Anti-Doping Training

For information on how to complete your anti-doping training, please refer to the [WWR Anti-Doping Education Requirements](#).

To submit your anti-doping certificate, go to the 'NMO Licencees' tab.



Go to the individual you want to upload the certificate for and select 'Upload Documents'.



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Select WWR Anti-Doping from the drop-down menu next to 'Document Type'. Title the document appropriately with the individual's name, (you are not required to add a description), then enter the certificate's Expiry Date. Select the certificate file and press 'Upload'.

Please be aware that the Training Expiry Date is mandatory as this will be used to ensure all individuals on the Final List are able to be in the team bench area at the event. If this is not entered when uploading the document, the training will not register as complete and therefore the individual will not have access to the team bench area.

Document Upload

Document Type: WWR Anti-Doping

File Title: [Text Input]

File Description: [Text Area]

Training Expiry Date: [Text Input]

Select File: Choose file No file chosen

Upload Close

Once you have completed all the steps in this guide, you have completed your Event Entry.

If you have any problems completing anything in this guide, please email the office:  
[Office@worldwheelchair.rugby](mailto:Office@worldwheelchair.rugby)